



## Voluntary Safety Report

<b>Date:</b>	<b>Reported by:</b>	
Through the SMS RAL will provide you with feedback	Please provide email details for feedback here:	

The information supplied in this form will only be used to enhance safety. You may choose to not provide your name above. If you do provide your name, upon receipt of this form will be de-identified. Under no circumstances will Redhill Aerodrome Limited disclose your identity to any other person in the airport or to any other organization, agency or person without your express permission. Persons shall report occurrences to the Unit safety manager within 72 hours of becoming aware of the occurrence unless exceptional circumstances prevent this.

When completed please return this document to [safetyreports@redhillaerodrome.com](mailto:safetyreports@redhillaerodrome.com)

### PART A

<b>To be completed by the person identifying the hazard, act or omission, please provide as much detail as possible including time, date and location. To be submitted within 72 hours of the occurrence.</b>				
<b>In your opinion what is the likelihood of a similar occurrence happening again?</b>				
Unlikely = 1	2	3	4	Very Likely = 5
<b>What do you consider could be the worst possible consequence if this occurrence did happen again?</b>				
Minor = 1	2	3	4	Catastrophic = 5
<b>Most likely to be affected?</b>				
Environment	Local businesses	Vehicles	Buildings	Visitors
Contractors	Staff	Pilots	Passengers	Aircraft
Other, please list:				

<b>Suggested action:</b>



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**PART B.** To be completed by SATCO, DSATCO or SAFO.

RAL has developed a process to analyse occurrences in order to identify the associated safety hazards. Based on that analysis, the SATCO, DSATCO or SAFO shall determine any appropriate corrective or preventive action, required to improve aviation safety.

RAL will identify and detail any corrective or preventive action to address actual or potential aviation safety deficiencies. The Accountable Manager will ensure any corrective or preventive action is implemented in a timely manner and establish a process to monitor the implementation and effectiveness of the action.

The Safety manager will ensure RAL employees and contracted personnel are provided with safety with information concerning the analysis and follow-up of occurrences for which preventive or corrective action is taken.

The Accountable Manager will ensure any actions required to eliminate or control the hazard and prevent injury are discussed at the Redhill Aerodrome Management Committee Meeting

Does this issue raised require immediate action, if yes what,

Occurrence Analysis

Follow up required or closing comments by SATCO, DSATCO or SAFO, to be completed within 20 days of Incident:



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Follow up required or closing comments by Safety manager to be completed withing 25 days of Incident:

Comments of Accountable Manager, to be completed withing 30 days of Incident:

Safety action feedback to person Reporting Incident and Accountable Manager.

Completed by:

Date:

Please return to [Graeme.lafferty@redhillaerodrome.com](mailto:Graeme.lafferty@redhillaerodrome.com)